21 April 1982

John,

This note is in response to your request for comments concerning the effectiveness of this past Office Directors' session and the potential topics for future ones.

First, I thought the format and effectiveness of the 15, 16 April session were excellent. With a minimal time commitment, some effective communications and dialogue was produced. I believe such sessions offer particular promise in fostering openness, cooperation, and mutually supportive problem solving. It was an excellent base to build upon.

With regard to future sessions the thought occurred to me that the general format could alternate between expository presentations/discussions, such as the one past, and sessions which focus on particular issues of general concern. I am sure there are a number of such issues; two which occur to me are:

o How is office automation going to affect our organizational structure? This might include such elements as: the migration of jobs from technical and clerical to professional, the role of the secretary, registries and electronic mail, and the effect on office architecture.

o How are employees to be provided adequate, career training for the fast evolving, high-tech world? This might include such elements as: helping employees beat career obsolescence, developing long range training plans for individuals, block training (a week or more) versus continuous training (some time daily), the use of computer aided instruction; and expanded use of extra-Agency rotations.

One last thought: If you should be inspired to have oysters at the next one, I'll help shuck them.

STAT